



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

1. Application Date 7/11/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History. Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received 7-11-73	Application No. 73-469
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Administration - General Support Services General Files Atlanta, Georgia		4. Person to Contact Mel Bradford	
		5. Working Title R. M. O.	6. Tel. No. 656-5253

7. ACTION REQUESTED

ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.

DISPOSE OF PRESENT ACCUMULATIONS;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series  
1918 - To Date

9. Exact Series Title  
Application and Permit for Utility Facility Encroachment File

10. What is the function of the office in which this record series is created

The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel service.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the issuing of permits for utility encroachments on the State's right-of-way.

Included is Application and Permit for Utility Facility Encroachment.

File is arranged alphabetically by county.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION			
Letter-size File Drawers	100	150	8 12			
Legal-size File Drawers			In Office(s) In Storage Area(s)			
			This Year's	Last Year's	Preceding Year's	All Prior Year's
			15	10	10	5
			AVERAGE DAILY REFERENCES			

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series?  [X]  [ ]
- 14. Is there a duplication of this series in another office or agency?  [X]  [ ]  
The series is duplicated in the District Offices.
- 15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.  [ ]  [X]
- 16. Does the series contain classified information requiring security handling?  [ ]  [X]
- 17. Does the series initiate, amend or terminate agency policies and procedures?  [ ]  [X]
- 18. Could the function be performed if the files were lost or destroyed?  [ ]  [X]
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  [ ]  [X]
- 20. Does the record series provide data as input to an EDP file?  [ ]  [X]
- 21. Does the record series contain documentation produced as EDP printout?  [ ]  [X]
- 22. Has the Federal Government issued instructions governing retention/disposition of these files?  [ ]  [X]
- 23. Will there be a need for these records 10-15 years from now? If yes, what?  [X]  [ ]  
The series must be maintained to protect the State's right-of-way.

24. REQUIREMENTS. The following requires the files to be kept permanently ~~years~~ <sup>XXXX</sup> years.

a.  [ ] STATE LAW    b.  [ ] STATUTE OF LIMITATION    c.  [ ] AUDIT PERIOD    d.  [ ] FEDERAL LAW    e.  [X] ADMINISTRATIVE DECISION    f.  [ ] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

[XX] CALENDAR YEAR     [ ] FISCAL YEAR     [ ] Other    then:

[X] Hold in the current files area    month(s)/    1    year(s):

[ ] Transfer to  [ ] State Records Center  [ ] Local Holding Area; hold    year(s):

[ ] Destroy.

[X] Transfer to State Archives for permanent retention.

[ ] Destroy immediately after cut-off.

[ ] Other: (Specify)

Rationale: The series must be retained in order to adequately protect the State's interests.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series		Records Management Office	Date
26. Recommendations in Paragraph 25 are:	State	<input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved	7/10/73
	Records	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	7-26-73
	Committee	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	7-19-73
		<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	2-27-73

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